

# Program Data Sheet

Name of Event: (Catered meeting and boxed lunch service)		X	Pilot Program
			Revised program
			Repeat Program
Date: 15 Mar 2007	Day of Week: Thursday	Time: 9:00 am	
Location: Conference Rm.	Information Phone #: 788-3090	Price: None	
Program Coordinator: Betty Hendricks			
Phone #: 788-3090	Fax #: 788-2062	e-mail Address: betty.hendricks@us.army.mil	
Purpose of the Event: Librarians meeting			
Indicator/Measure of Success: Highly successful Number of attendees: 20			
After Action Report (AAR) Comments from Prior Event(s):			

## Key POCs

[illegible]

## After Action Report

Financial Analysis		
Sales:	\$80.00	Notes: Also offered to order boxed lunches from the Bowling Center. We received 13 orders for the Bowling Center - \$92.90 We sold 8 drinks with the lunches @ \$1.25 - \$10.00 We made 2 frozen drinks @ \$3.50 - \$7.00
COGS:	\$31.22	
Other Revenues:	\$17.00	
Labor:		
Other Expenses:	\$ 4.00	
NIBD:	\$61.78	

Program Analysis	
Attendance: 20	
Indicator/Measure of Success: Feedback	
Elements to Change: Will offer more packages Make sure to do a head count of attendees	
Elements to Eliminate: Will not do special decorations without charging extra.	
Elements to Add: Need to make sure we have 1 more person working between 11-1 to move the line faster if we have to make drinks. This did create a slight backup, but there was no complaints.	
Other Comments: Great feedback from the attendees.  I have already heard the Casemate wants to reserve the conference room for 2 full days and have the catered morning service and use the boxed lunch service.  TRADOC is having a full day session in the conference room in May and is also interested in using both services.	